

4-0456

15.21

AGREEMENT

BETWEEN THE  
*Keansburg, Borough*  
KEANSBURG BOARD OF EDUCATION

AND THE  
KEANSBURG TEACHERS ASSOCIATION

1984-85 to 1986-87

July 1, 1984 - June 30, 1987

DURATION OF AGREEMENT

1. THIS AGREEMENT SHALL BE EFFECTIVE AS OF JULY 1, 1984 AND SHALL CONTINUE IN EFFECT UNTIL JUNE 30, 1987. THIS AGREEMENT SHALL NOT BE EXTENDED ORALLY AND IT IS EXPRESSLY UNDERSTOOD THAT IT SHALL EXPIRE ON THE DATE INDICATED.
2. IN WITNESS THEREOF THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE SIGNED BY THEIR RESPECTIVE SECRETARIES, AND THEIR CORPORATE SEALS TO BE PLACED HEREON, ALL ON THE DAY AND YEAR WRITTEN.

KEANSBURG BOARD OF EDUCATION

Robert A. Bruno  
President  
1-23-85  
Date

Clara A. Charnick  
Secretary  
1-23-85  
Date

KEANSBURG TEACHERS ASSOCIATION

Rion E. Swain  
President  
1-23-85  
Date

Andrea Goldstein  
Vice-President  
Jan. 23, 1985  
Date  
Brian P. Baerni  
1/23/85

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ARTICLE I  
RECOGNITION

A. Unit

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning grievances and terms and conditions of employment for all personnel whether under contract or on leave in the following classifications:

Teachers  
Nurses  
Guidance Counselors  
Librarians  
Social Workers  
Learning Disability Specialists  
Speech Correctionists and  
Secretary/Clerks employed by the Board

Excluded:

Superintendent  
Board Secretary  
Confidential Employees  
All members of the Administrative Association

Unless otherwise indicated, the word "employee" when used hereinafter in this Agreement, shall refer to all employees, as set forth in Article I, represented by the Association in the negotiation unit as above defined.

## ARTICLE II

### NEGOTIATIONS OF SUCCESSOR AGREEMENT

#### A. Deadline Date

Parties agree to enter into collective negotiations on or about December 1, pursuant to Chapter 123, Public Law of 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment for all employees for whom the Association is authorized to negotiate. Such negotiations shall begin at a mutually agreeable time. Any agreement so negotiated, shall be applicable to all personnel for whom the Association is authorized to negotiate, shall be reduced to writing, shall be signed by the Board and the Association, and final agreements shall be presented for acceptance or rejection by the full Board of Education at any public meeting and by the Association at a General Membership Ratification Vote.

#### B. Modification

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

#### C. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of the Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not, within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

#### D. Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established. In addition, the majority representative and designated representatives of the public employer shall meet at reasonable times and negotiate in good faith with respect to grievances and terms and conditions of employment.

ARTICLE III  
GRIEVANCE PROCEDURE

A. Definitions

Grievance shall mean an alleged violation or dispute concerning the interpretation, application or violation of policies, agreements and administrative decisions affecting terms and conditions of employment of a member, members, or the Association.

B. Procedures

1. A grievant shall institute action under the provisions herein within fifteen (15) calendar days of the occurrence of the complaint. Failure to act within said fifteen (15) days shall constitute abandonment of the grievance.

2. A grievant may process his grievance personally or through a representative of his/her own choosing.

3. Level One - Principal or Immediate Supervisor:

A grievant shall first present his/her grievance in writing to his/her immediate supervisor. If the grievance is pursuant to an order of the Superintendent, the grievance shall be processed directly to the Superintendent level. Such writing shall be submitted during the fifteen (15) day period aforementioned and said time limit shall not be extended except by written consent of the Superintendent of Schools. The immediate supervisor and/or principal shall have five (5) working days to answer the grievance in writing.

4. Level Two - Superintendent:

If the grievance is not resolved to the employee's satisfaction, the employee shall submit his grievance in writing to the Superintendent of Schools within five (5) calendar days following the written response from Level I. The written grievance shall specify the following:

- a. Nature of the grievance outlining the section of the contract, administrative decision or policy that was allegedly violated.
- b. Results of previous discussions, if any.
- c. The basis of dissatisfaction.

d. Remedy sought.

5. Within ten (10) calendar days from receipt of the written grievance, the Superintendent will have the aforementioned ten (10) calendar days in which to hear the grievance at a mutually agreeable time and answer in writing unless a different time period is mutually agreed upon.

6. Level Three - Board of Education

Should the Superintendent fail to act in accordance with the immediately preceding paragraph, or should the employee consider the determination by the Superintendent unsatisfactory, he/she may within five (5) calendar days after receiving the determination or failure to make the determination, appeal the grievance to the Board of Education in writing, including a written statement of dissatisfaction and copies of all previous writings.

The Board shall review the grievance with the employee present if he/she so requests. The Board shall render a decision in writing within thirty (30) calendar days following the receipt of the grievance.

7. Level Four - Arbitration

If the Association determines the grievance is meritorious and is dissatisfied with the Board's determination, it may submit the grievance to binding arbitration within fifteen (15) calendar days following the determination by the Board, provided that referrals of grievances to arbitration shall be limited as follows:

The only grievances which may be arbitrated are those based upon an allegation that there has been violation of the express written terms of this Agreement.

The arbitrator shall only have authority to rule upon negotiable terms and conditions of employment. Any dispute as to the negotiability of an issue under the above shall be raised before PERC through a scope of negotiations proceeding.

8. Should the Association refer a grievance to arbitration, it shall be bound by the rules and regulations of the American Arbitration Association in the selection of the arbitrator. The arbitrator shall conduct the hearing for the parties of interest and shall render his determination within thirty (30) calendar days of said hearing. The arbitrator's determination shall be final and binding upon the parties.

9. In the event of arbitration, the costs of the arbitrator's services shall be shared by the parties and each of the parties shall bear their own costs.
10. Should the grievant fail to process his/her grievance within the time limits herein set forth at any step, it shall constitute abandonment of the grievance. Should the Board or the Superintendent fail to review the grievance at any step in the process within the time limits set forth in the procedure, the grievant shall have the right to carry the grievance to the next step in the procedure.



## ARTICLE IV

### ASSOCIATION RIGHTS AND PRIVILEGES

#### A. Information

1. The Board agrees to furnish to the Association, in response to reasonable requests made by the Association from time to time, available public information in connection with the processing of grievances, as the Board may be able to furnish to the Association.
2. Nothing herein contained shall impose any obligation on the part of the Board to disclose any information which may be classified as privileged and/or confidential.
3. The Board agrees to furnish to the Association on a regular basis copies of the minutes of the public meetings of the Board of Education.

#### B. Released Time for Meetings

1. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations or grievance procedures, he/she shall suffer no loss in pay.
2. One member of the Secretarial/Clerical staff shall be released early for attendance at any and all regular or special Association Membership meetings.

#### C. Use of School Buildings

1. Whenever the Association desires to use the school buildings, or rooms/room, it shall request permission for such use from the Superintendent or his/her designee.

- D. The president of the Association shall be released from one nonteaching duty period per day in order to conduct Association business. Such conduct shall not interfere with the teaching of other classes and the period shall be designated by the building principal.

If the president of the Association is a teacher in the elementary schools of the District and does not have a daily duty assignment from which he or she can be released, then he or she shall be allowed the equivalent of five (5) days annually for the purpose of conducting Association business, which shall mean 10 half or 5 full or a combination of half or full days.

ARTICLE V

EMPLOYEE RIGHTS

- A. No employee shall be reprimanded without just cause. No tenured employee shall be discharged without just cause. Such determinations would be exempt from binding arbitration if the affected employee has statutory protection under the tenure laws or alternate statutory appeal procedures.
- B. No employee will be reprimanded or disciplined in front of peers or students. This shall not apply to any directives, corrections, statements or actions of an administrator made or taken in a situation threatening staff or student safety.

## ARTICLE VI

### TEACHING HOURS AND TEACHING LOADS

#### A. Work Day

1. Teachers' normal workday shall be seven (7) hours in the High School and six (6) hours and twenty (20) minutes in the Elementary schools.
2. On early student dismissal days, teachers are permitted to leave fifteen (15) minutes after the students unless an in-service program is scheduled when teacher dismissal will be no later than three (3) o'clock.
3. High School teachers shall have a maximum of five (5) teaching periods and one (1) duty period per day with at least one (1) prep period per day.
4. a. The schedule of any teacher that is absent due to any reason shall be filled by a certified substitute (county approved).

- b. In the event a substitute teacher is not available and the regular teachers must assume the extra classroom responsibilities, the following rates of remuneration shall apply:

#### High School:

If a teacher is reassigned from his/her duty period to supervise but not teach a class: No payment.

If a teacher is reassigned from his/her duty period to teach a class: \$10.00 per period.

If a teacher is reassigned from his/her preparation period to supervise or teach a class and does not have that preparation period rescheduled elsewhere in the day: \$15.00 per period.

#### c. Elementary:

When a class is divided among two (2) or more staff members, the affected staff members shall divide equally an amount equal to the highest daily substitute rate being paid in the District. Minimum rate will be \$45.00 daily.

ARTICLE VII  
POSTING PROCEDURES

A. Transfers and Reassignments

Any new or open position in the school district shall be posted in all the schools and Central Office bulletin board and a copy sent to the Association. During recess and summer months, notice shall be sent by certified mail to the Keansburg Teachers Association President's home address seven (7) calendar days prior to the closing date for applications to allow time to notify the membership. A position shall be posted for five (5) calendar days. However, in cases of emergency as determined by the Superintendent, the time for posting may be shortened to three (3) calendar days, providing the Association is advised of the emergency. For purposes of this Agreement, all extra-curricular and co-curricular positions shall be included.

B. Promotions

Any new or open promotional position shall be posted in all the schools and Central Office bulletin board and a copy sent to the Association. During recess and summer months, notice shall be sent by certified mail to the Keansburg Teachers Association President's home address within seven (7) calendar days prior to the closing date for applications to allow time to notify the membership. A position shall be posted for five (5) calendar days. However, in cases of emergency as determined by the Superintendent, the time for posting may be shortened to three (3) calendar days, providing the Association is advised of the emergency. For purposes of this Agreement, a promotional position is one in supervisory or administrative categories, or one that accrues a stipend above the regular salary.

C. Application Procedure

Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice.

D. Certification

Where the position requires specific certification, the teacher interested in applying for such position shall indicate his/her qualifications in his/her application. At the request of the Superintendent, documentation of certification may be required.

E. Filling of Vacancies

The parties recognize that the ultimate responsibility for making all appointments rests with the Board of Education and agree that it is the obligation of the Board to fill all vacancies with the best qualified personnel.

- F. For the purposes of this Article, a position shall be considered "open" when it has been vacated due to the termination, reduction in force, resignation, retirement or permanent transfer or reassignment of its incumbent. Positions that are temporarily vacated due to a long-term paid or unpaid leave shall not be subject to this Article.

In addition, teacher positions which become open after January 15 may be filled for the remainder of that school year without posting. These positions, however, will be posted before the end of that school year for staff wishing to apply for these positions for the following September.

## ARTICLE VIII

### EMPLOYEE OBSERVATION AND EVALUATION

- A. 1. Upon 24 hours notice an employee shall have the right to review his/her personnel file and a right to a copy of any materials therein in the presence of the Superintendent or his/her designee at a cost of one dollar per page copied.
2. All evaluations of tenure and nontenure personnel shall be done in accordance with N.J.A.C. Title 6:3-1.21, 6:3-1.19 and .20.
3. No material derogatory to an employee's conduct, service, character, or personality shall be placed in his/her personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed; with the express understanding that such signature in no way indicates agreement with the contents or assents to its inclusion in his/her personnel file. The employee shall have the right to append a written reply to such materials.

#### B. Classroom Observations and Evaluations

All evaluations will be reduced to writing.

1. The employee shall be furnished with a copy of any evaluation within five (5) school days of the observation. The teacher shall have five (5) school days from receipt of evaluation to request a conference with the evaluator. Where both employee and evaluator agree that there may have been an oversight, or a mistake in fact in connection with any evaluation, said evaluation shall be rewritten to reflect the facts.
2. When the principal is not the evaluator, no evaluation shall be submitted to him/her or any supervisor while such conference as outlined in B.1 above is pending. The employee shall have the right to dissent with any or all parts of the evaluation and to have his/her written dissent appended to the report at the time of submission to the principal or other supervisor within five (5) days.

C. Yearly Evaluation

1. Prior to the submission of yearly evaluations to the Superintendent of Schools, the administrator or supervisor writing the annual evaluation shall hold a conference with each teacher. When both teacher and evaluator agree that there has been an oversight or a mistake in fact in connection with any evaluation, said evaluation shall be rewritten to reflect the facts before submission to the Superintendent. If the teacher objects to, or disagrees with statements in his/her evaluation, he/she shall be allowed ten (10) school days to append a written reply to the evaluation. The evaluation shall not be forwarded without this reply. If the teacher does not reply within the allotted time, the evaluation shall be forwarded to the Superintendent on the eleventh (11th) school day.
2. All teachers shall be required to sign completed evaluation forms, which may have attached any and all replies of said teacher, but the signing of such forms shall not be deemed to signify an approval on the part of the teacher that the teacher assents to said evaluation. Where both teacher and evaluator agree that there has been an oversight, or a mistake in fact in connection with any evaluation, said evaluation shall be rewritten to reflect the facts.

ARTICLE IX

Within budgetary appropriations and within physical limitations, suitable and adequate facilities shall be furnished for the use of employees.



ARTICLE X

SICK LEAVE

- A. The Board agrees to abide by the provisions in 18A:30 et seq and shall not unreasonably deny any of the rights and privileges therein.
- B. All teachers employed prior to September 30 of each year of this Agreement shall be entitled to ten (10) sick leave days each year as of their first day of employment whether or not they report for duty on that day. Teachers employed later than September 30 of the school year shall be entitled, as of the date of their hire, to one (1) day for each full month remaining in the school year. Teachers employed for limited term contracts, i.e., less than ten (10) months, shall be entitled to one (1) day per month of the contract, all such days being available as of the first day of employment.
- C. Part-time employees working five (5) days per week on a less than full day basis shall receive ten (10) sick days per year.

Part-time employees working less than five (5) days per week shall receive a pro rata amount of sick leave depending upon the number of days worked, e.g., one (1) day worked per week = two (2) sick days per year.

- D. Payment for unused sick leave shall be made by the Board to employees under the following conditions:
  - 1. Employees must have completed at least fifteen (15) years of service in the District.
  - 2. Employees must have filed, with their respective retirement systems, their retirement papers.
  - 3. Such employees shall have accumulated and not used at least sixty (60) days sick leave at the point of retirement.
  - 4. Notice of intent to retire must be given to the District by December 1st of the school year, indicating retirement at the end of the school year. (March 15 for 1985 only.)
  - 5. Teachers shall be paid \$25.00 per day to a maximum of \$3,000 per teacher.
  - 6. Secretaries and clerks shall be paid \$15.00 per day to a maximum of \$3,000 per individual.
  - 7. Such payments shall be made as part of the last paycheck issued during the school year.

8. Payment shall be made to the next of kin of the employee should he/she die while in the employ of the District and meet the conditions of Paragraphs 1 and 3 above.

## ARTICLE XI

### LEAVES OF ABSENCE

#### A. Temporary Leaves of Absence

##### 1. Death in the Immediate Family

Employees may be granted a leave of absence, without loss of pay for death in the immediate family for a period not exceeding seven (7) calendar days, beginning with the day after the death. Immediate family would include wife, husband, son, son-in-law, daughter, daughter-in-law, mother, father, mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, grandmother, grandfather, and grandchildren.

##### 2. Death Other than the Immediate Family

In the case of the death of a relative not mentioned in Part I, the employee may be granted one (1) working day leave of absence, without the loss of pay, to attend the funeral.

In the event of the death of a close personal friend, an employee may have a day's leave, at the Superintendent's discretion, to attend the funeral and shall receive the day's pay minus cost of obtaining a substitute.

##### 3. Personal Leave

Personal business is defined as leave used for any reason other than recreation, rest, or recuperation, or any venture resulting in remuneration for services rendered. An employee shall have available a total of six (6) personal days during the period of this three (3) year contract. No more than four (4) of these days may be taken in any school year. These days may be taken without reasons being given, upon 72 hours notice to the Superintendent, except in cases of emergency, and are not to be taken immediately before or after a holiday, except in cases of emergency. Proof of emergency is to be furnished to the Superintendent upon request. Unused personal days under this Paragraph remaining at the end of the three (3) year contract period shall be added to the employee's sick leave accumulation.

##### 4. Maternity Leave

The Board of Education will grant a leave of absence for maternity to any regularly employed staff member in the school system who presents such a request for leave in writing to the Superintendent of Schools, including anticipated date of return. All determinations

regarding maternity leave requests shall be in conformance with board policy and State Statute.

B. Childcare

1. The Board of Education will grant a leave of absence without pay for childcare purposes to any regularly employed staff member in the school system who presents such a request for leave in writing to the Superintendent. Such leaves shall commence upon the end of the maternity disability leave in the case of the mother or upon the birth of the child in the case of the father and will be filed thirty (30) days prior to the requested commencement date. In the case of an adoption the leave shall commence upon custody of the child, or sooner if required by the adoption agency, and the staff member shall file the request as soon as the staff member is approved by the adoption agency. Childcare leave shall terminate for tenured staff on June 30, on January 1, or on the first day of school upon reopening after Spring break in either the first or second school year following the commencement of the leave. Childcare leave for nontenured staff shall terminate on September 1 following commencement of the leave. Incremental movement on the guide will be granted if more than ninety-five (95) days are worked in the year the leave commences for leaves under Article XI B.

2. Family Care Leave

Leave without pay for one (1) full school year or for the remainder of the year in which requested for purpose of caring for a sick member of the immediate family shall be granted upon request. No work for compensation or other personal benefit may be engaged in by the employee during leave under this paragraph. Should the reason for the emergency leave end because of the death, recovery, or improvement in the health of the family member necessitating the leave, the employee shall be permitted to work for compensation if his/her request to terminate the leave is rejected.

If the family member to be cared for is not sick then such leave shall commence only on September 1, January 1, or the first day of school upon reopening after Spring break.

3. Leave of Absence due to ill health, injury or other grave emergency

An employee may be granted a leave of absence for a maximum of one (1) school year on account of personal illness, accident, or other grave emergency. Written application for such leave shall be made by the employee to the Superintendent of Schools, who shall make such investigation as may be deemed necessary to

determine if the granting of such leave is in the best interest of the employee, the students, and the school district. The Superintendent shall make his recommendation to the Board of Education. Leave of absence granted under this section shall be without compensation, and the staff member shall upon his/her return to active service be placed in a position.

## ARTICLE XII

### REPORTING ABSENCES AND REIMBURSEMENT REGULATIONS

#### A. Reporting Absences

1. When absence is necessary, all personnel must notify any one of the designated persons no later than 7:00 a.m. on the day of absence, except in the case of an emergency. Proof of such emergency to be furnished upon the request of the Superintendent.
2. If an unusual situation arises, it should be promptly reported to the building principal.
3. If an illness necessitates leaving the building during the day individuals will report this to the principal who will in turn notify the Office of the Superintendent of Schools, in order that a proper replacement can be made. Starting time to 11:00 a.m., employee will be charged a full sick day. Any time employee leaves after 11:00 a.m. he/she shall be charged half ( $\frac{1}{2}$ ) sick day.

#### B. Reimbursement Regulations

In order to avoid salary deductions because of absence, all personnel will be required to fill out properly a report of absence which may be obtained from the Principal or Main Office of the School.

ARTICLE XIII

SALARY GUIDE AND SALARY REGULATIONS

- A. During the years 1984-87, the Board covenants and agrees to pay to the staff the salaries in accordance with the Salary Guide annexed hereto and made part thereof, according to 18A.
- B. The regulations covering the payment of salaries shall be as set forth in Salary Regulations annexed hereto and made part hereof.
- C. Employees will be paid twice a month on the fifteenth (15th) and the thirtieth (30th). Where school is closed on either of those two dates, teachers will be paid on the last working day. Whenever possible, however, those payments which would have been made during the winter or spring recesses shall be paid on the last prior workday.

ARTICLE XIV

DEDUCTIONS FROM SALARY

- A. The Board agrees to deduct from the salaries of its employees dues for the Keansburg Teachers' Association, the Monmouth County Education Association, the New Jersey Education Association or the National Education Association, as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with N.J.S.A. 52:14-15 9e as amended and under rules established by the State Department of Education. Said monies, together with the records of any corrections, shall be transmitted to the Treasurer of the Keansburg Teachers' Association by the 15th of each month following the monthly pay period in which deductions were made. The Association shall supply to its members the proper forms authorizing such deductions.
- B. If, during the life of this Agreement, there shall be any change in the rate of membership dues, the Association shall furnish to the Board written notice prior to the effective date of such change and shall furnish to the Board new authorization from its members showing the individual deduction authorizations, and the total authorizations, and the total authorized deductions for each employee, it being understood that the only obligation of the Board shall be to remit to Association the total deduction and not the individual deductions. It shall be the obligation of the Association from the total deductions to make further individual deductions authorized by the members. Withdrawal is effective January 1 and July 1 next succeeding the date of which notice of withdrawal is filed.
- C. 1. If an employee does not become a member of the Association during any membership year (i.e. from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.
2. Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be determined by the Association in accordance with the law.



3. In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee will be 85% of that amount as the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.
4. Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with the Paragraph below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.
5. The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:
  - (a) 10 days after receipt of the aforesaid list by the Board; or
  - (b) 30 days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the employee's employment in a bargaining unit position, whichever is later.
6. If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.
7. Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for

the deduction and transmission of regular membership dues to the Association.

8. The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.
9. On or about the last day of each month, beginning with the month this Agreement become effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles and dates of employment for all such employees.
10. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs, and expenses, that may arise out of, or by reason of any action taken or not taken by the employer in conformance with this provision.

ARTICLE XV

INSURANCE PROTECTION

- A. The Board of Education will provide the following New Jersey Blue Cross/Blue Shield coverage: the Blue Cross 120 day program and U.C.R. Blue Shield P.A.C.E and Rider J 365 combined Major Medical at 80% up to \$5,000 and 100% thereafter with unlimited benefit period and lifetime maximum.
- B. The Board will continue to provide employee only dental insurance.
- C. The Board will pay to an employee fifty percent (50%) of the unspent premiums when employees switch from Family or Husband and Wife coverage under Paragraph A. above to either single or no coverage. If any other combination change effects a monetary premium savings, such savings will also be split 50% - 50% between the Board and the employee. This program shall apply only when the employee is eligible for the more costly coverage and voluntarily waives such coverage, and shall not apply to employees whose marital or family situations have changed such that they become ineligible for the broader coverage. Employees may retract their waiver and re-enter or broaden their insurance coverage only at periods of re-entry permitted by the insurance carrier. Payments under this program shall be made at the end of the school year.

ARTICLE XVI

TEACHERS ASSIGNMENTS

- A. All teachers shall be given written notice of their salary and subject area of assignment for the forthcoming year by July 15th for those employees whose assignments have been determined by that date.
- B. In the event of changes in such assignments, the Association and the teacher affected shall be notified promptly, in writing.

ARTICLE XVII

SECRETARY/CLERK TERMS OF EMPLOYMENT

A. Use of Automobile

A member shall be reimbursed at the rate of 20¢ per mile who may be required to use his/her own automobile in the performance of their duties.

B. Vacation

Time Allotted:

Annual vacation for Secretaries shall be taken within the contract year at the discretion of the individual member with prior approval of the Board:

The vacation schedule is as follows:

	<u>12 month Employees</u>	<u>10 month Employees</u>
From 6 months to 1 year	5 working days	2 working days
From 1 year to 5 years	10 working days	5 working days
From 6 years to 10 years	15 working days	7 working days
From 11 years to 20 years	20 working days	10 working days

Clerk vacation days shall not be taken in days off but shall be paid in daily pay for the appropriate number of days at end of year.

C. Separation From Service

1. A member who dies before his/her contract period is completed shall have payment for his/her vacation days given to his/her estate.
2. A member who retires during the contract year shall receive full payment for vacation days to which he/she is entitled.

D. Holidays - Paid

Independence Day (12 month only)  
Labor Day  
Columbus Day  
Day in place of Veterans Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Day

continued

Day in place of Election Day  
New Year's Day  
Martin Luther King Day  
Lincoln's Birthday  
Washington's Birthday  
Good Friday  
Easter Monday  
Memorial Day

Secretaries/Clerks will have the two (2) N.J.E.A. Convention days off with pay.

E. Workday

From September 1 to June 30 the workday for all secretaries and clerks shall commence at 8:00 a.m. and conclude at 4:00 p.m. with a 30 minute lunch period and two (2) 10 minute breaks (one in the morning, one in the afternoon).

All secretaries and clerks shall be on summer hours from July 1st to August 31st which shall commence at 9:00 a.m. and conclude at 3:00 p.m. with lunch and breaks as above.

F. Miscellaneous

At the discretion of the Superintendent, secretaries and clerks shall be granted professional days of absence without loss of pay (i.e. workshops).

G. Inclement Weather

- (a) The employee is expected to report, assuming that his/her supervisor is reporting for work, unless the supervisor advises the employee to the contrary.
- (b) If the supervisor is or expects to report late, he/she is to so advise his/her secretary/clerk, who shall also be allowed to report late.
- (c) If the supervisor departs early, the employee may leave early also.

SALARY GUIDE 1984-85

<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>MA+60</u>
1	\$13,600	\$15,400	\$17,200	\$19,000
2	13,766	15,601	17,436	19,270
3	14,461	16,689	18,523	20,358
4	15,191	17,419	19,254	21,088
5	15,957	18,185	20,020	21,855
6	16,763	18,990	20,825	22,659
7	17,608	19,835	21,669	23,504
8	18,494	20,722	22,557	24,392
9	19,426	21,654	23,488	25,323
10	20,403	22,631	24,466	26,301
11	21,432	23,660	25,494	27,328
12	22,510	24,737	26,571	28,406
13	23,642	25,869	27,704	29,539
14	24,830	27,058	28,893	30,726
15	26,079	28,306	30,141	31,974
16	26,895	29,122	30,957	32,791
Longevity				
20	27,712	29,939	31,774	33,607
25	28,528	30,755	32,590	34,424
30	29,345	31,572	33,407	35,240

SALARY GUIDE 1985-86

<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>MA+60</u>
1	\$15,400	\$17,200	\$19,000	\$19,800
2	15,607	17,407	19,207	21,007
3	15,773	17,608	19,443	21,277
4	16,468	18,696	20,530	22,365
5	17,198	19,426	21,261	23,095
6	17,964	20,192	22,027	23,862
7	18,770	20,997	22,832	24,666
8	19,615	21,842	23,676	25,511
9	20,501	22,729	24,564	26,399
10	21,433	23,661	25,495	27,330
11	22,410	24,638	26,473	28,308
12	23,439	25,667	27,501	29,335
13	24,517	26,744	28,578	30,413
14	25,649	27,876	29,711	31,546
15	26,837	29,065	30,900	32,733
16	28,086	30,313	32,148	33,981
17	28,902	31,129	32,964	34,798
Longevity				
20	29,719	31,946	33,781	35,614
25	30,535	32,762	34,597	36,431
30	31,352	33,579	35,414	37,247



SALARY GUIDE 1986-87

<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>MA+60</u>
1	\$17,000	\$18,800	\$20,650	\$21,500
2	17,100	18,972	20,844	21,676
3	17,315	19,187	21,059	22,931
4	17,488	19,396	21,305	23,212
5	18,211	20,528	22,435	24,344
6	18,970	21,287	23,195	25,103
7	19,767	22,084	23,992	25,900
8	20,605	22,921	24,829	26,737
9	21,484	23,800	25,707	27,615
10	22,405	24,722	26,631	28,539
11	23,374	25,691	27,599	29,507
12	24,390	26,708	28,616	30,524
13	25,461	27,778	29,685	31,592
14	26,582	28,898	30,805	32,714
15	27,759	30,075	31,983	33,892
16	28,994	31,312	33,220	35,126
17	30,293	32,610	34,518	36,424
18	31,142	33,458	35,367	37,274
Longevity				
20	31,992	34,308	36,216	38,123
25	32,840	35,156	37,065	38,972
30	33,690	36,006	37,915	39,821

# COACHES SALARY GUIDE

<u>Position</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>
Head Football Coach	\$2,225	\$2,403	\$2,595
First Ass't Football Coach	1,390	1,501	1,621
Assistant Football Coach	1,110	1,199	1,295
Assistant Football Coach	1,110	1,199	1,295
Assistant Football Coach	1,110	1,199	1,295
Boys Tennis Coach	625	675	729
Girls Tennis Coach	625	675	729
Boys Cross Country Coach	973	1,051	1,135
Girls Cross Country Coach	973	1,051	1,135
Head Varsity Basketball Coach	1,945	2,101	2,269
Head J.V. Basketball Coach	1,180	1,275	1,377
Head Freshman Basketball Coach	1,110	1,199	1,295
7th & 8th Gr. Basketball Coach	834	900	972
Head Varsity Girls Basketball Coach	1,945	2,101	2,269
Head J.V. Girls Basketball Coach	1,180	1,275	1,377
7th & 8th Gr. Girls Basketball Coach	834	900	972
Head Chess Coach	555	600	647
Varsity Wrestling Coach	834	900	972
J.V. Wrestling Coach	486	525	567
Boys Bowling Coach	555	600	647
Girls Bowling Coach	555	600	647
Head Varsity-JV Cheerleading (Fall)	487	525	568
Head Varsity-JV Cheerleading (Winter)	487	525	568
Freshman, 7th, 8th Gr. Cheerleading	696	751	811
Varsity Baseball Coach	1,529	1,652	1,784
J.V. Baseball Coach	973	1,051	1,135
Freshman Baseball Coach	696	751	811
7th & 8th Gr. Baseball Coach	696	751	811
Varsity Softball Coach	1,529	1,652	1,784
J.V. Softball Coach	973	1,051	1,135
7th & 8th Gr. Softball Coach	696	751	811
Athletic Director (no position at this time)	2,363	2,552	2,756
Intramural Basketball Coach (Boys)	139	150	163
Intramural Basketball Coach (Girls)	139	150	163
Intramural Softball Coach	139	150	163
Intramural Bowling Coach (Boys)	139	150	163
Intramural Bowling Coach (Girls)	139	150	163

# ADVISORS SALARY GUIDE

	<u>Position</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>
H.S.:	Senior Class Advisor	\$ 432	\$ 467	\$ 504
	Junior Class Advisor	324	350	378
	Sophomore Class Advisor	324	350	378
	Freshman Class Advisor	324	350	378
	Student Council Advisor	540	583	630
	National Honor Society Advisor	216	233	252
	Dramatics Advisor	864	933	1,008
	Musical Advisor	864	933	1,008
	Band Advisor	540	583	630
	Yearbook Advisor	864	933	1,008
	Key Club Advisor	540	583	630
	A.V.A. Coordinator	324	350	378
	German Club Advisor	216	233	252
	Spanish Club Advisor	216	233	252
	Math Club Advisor	108	117	126
	Science Club Advisor	108	117	126
	Industrial Arts Club Advisor	108	117	126
F.P.:	Yearbook Advisor	540	583	630
	Student Council Advisor	540	583	630
	8th Grade Advisor	216	233	252
	7th Grade Advisor	216	233	252
	A.V.A. Coordinator	324	350	378
P.M.Rd:	A.V.A. Coordinator	324	350	378

SECRETARY SALARIES

	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>
Gibney, Virginia	\$14,016	\$15,348	\$16,806
Halter, Bernice	10,841	11,870	12,998
McCarthy, Edna	15,768	17,266	18,906
Robertelli, Concetta	15,220	16,666	18,250
Saldutti, Anne	15,768	17,266	18,906
Schultz, Phyllis	15,220	16,666	18,250

CLERK SALARIES

Blackburn, Frances	\$10,403	\$11,391	\$12,473
Harrington, Sarah	10,184	11,151	12,210
Robinson, Mildred	12,155	13,309	14,574
O'Hare, Emilia	7,200	7,884	8,633
Substitute Caller Stipend	1,296	1,400	1,512

DURATION OF AGREEMENT

1. THIS AGREEMENT SHALL BE EFFECTIVE AS OF 1 JULY 1984 AND SHALL CONTINUE IN EFFECT UNTIL 30 JUNE 1987. THIS AGREEMENT SHALL NOT BE EXTENDED ORALLY AND IT IS EXPRESSLY UNDERSTOOD THAT IT SHALL EXPIRE ON THE DATE INDICATED.
2. IN WITNESS THEREOF THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE SIGNED BY THEIR RESPECTIVE REPRESENTATIVES, AND THEIR CORPORATE SEALS TO BE PLACED HEREON (IF NECESSARY), ALL ON THE DAY AND YEAR ABOVE WRITTEN.

KEANSBURG BOARD OF EDUCATION

Robert G. Bruno  
PRESIDENT

David G. Chesser  
BOARD SECRETARY/  
BUSINESS MANAGER

CONFIDENTIAL SECRETARIES

Bella D'Altilio  
BELLA D'ALTILIO

Janet Kirsten  
JANET KIRSTEN

Kay Falco  
KAY FALCO

CONFIDENTIAL SECRETARIES  
1984-85, 1985-86 and 1986-87

USE OF AUTOMOBILE

A secretary shall be reimbursed at the rate of \$.20 per mile who may be required to use her own automobile in the performance of their duties.

VACATION

Time allotted:

Annual vacations for Secretaries shall be taken within the contract year at the discretion of the individual member with the prior approval of the Board.

The vacation schedule as follows:

from 6 months to 1 year	- 5 working days
from 1 year to 5 years	- 10 working days
from 6 years to 10 years	- 15 working days
from 11 years to 20 years	- 20 working days

SEPARATION FROM SERVICE

1. A secretary who dies before her contract period is completed shall have payment for her vacation days given to her estate.
2. A secretary who retires during the contract year shall receive full payment for vacation days to which she is entitled.

HOLIDAYS - PAID

Independence Day  
Labor Day  
Columbus Day  
Day in place of Veterans Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Day  
Day in place of Election Day  
New Year's Day  
Martin Luther King's Day  
Lincoln's Birthday  
Washington's Birthday  
Good Friday  
Easter Monday  
Memorial Day

WORKDAY

From September 1 to June 30, the Confidential Secretaries workday will continue as in the past, 9:00 a.m. to 4:00 p.m., with a 30 minute lunch period, 2 15 minute breaks (at the direction of the Board Secretary).